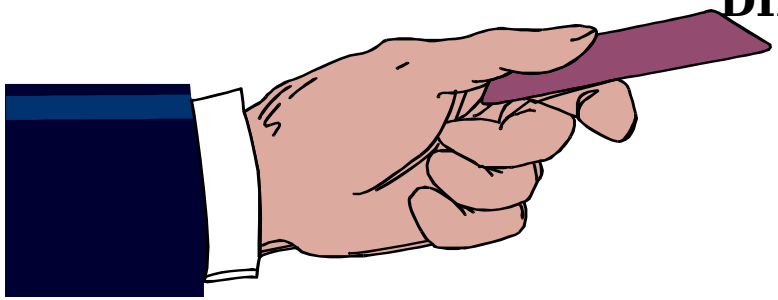
GOVERNMENT PURCHASE CARD (GPC) PURCHASE OF SUPPLIES AND SERVICES SOP/TRAINING MANUAL JANUARY 2006



DIRECTORATE OF CONTRACTING (DOC)
Bldg 2174, 13 1/2 Street
Fort Campbell, KY 42223-5358

LESLIE H. CARROLL
Director of Contracting

CARL J. HECKMANN
Chief, Business Operations Division

http://doc.campbell.army.mil

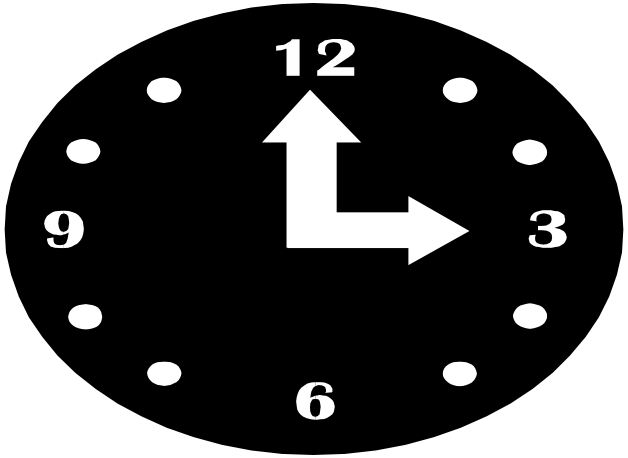
DOC WEBSITE
CREDIT CARD PROGRAM ACCESS

Directorate Of Contracting - Microsoft Internet Explorer provided by Your Ft Campbell DOIM
File Edit View Favorites Tools Help
Back Search Favorites
Address http://doc.campbell.army.mil/
Go Links
CONTACT INFORMATION
CONTRACTING OPPORTUNITIES
FT CAMPBELL TECHNICAL DESIGN GUIDE
ROSTER
ACQUILINE PR WEB
SMALL BUSINESS INFO
HOT LINKS
ACTIVE CONTRACTS
RECEIVING REPORTS
DOING BUSINESS WITH FORT CAMPBELL
DRIVING DIRECTIONS
CREDIT CARD PROGRAM
ORDERING OFFICER PROGRAM
CCR REGISTRATION
PRIVACY AND SECURITY NOTICE
logodoc.jpg (53163 bytes)
Directorate of Contracting
2174 13 1/2 ST
Fort Campbell Ky 42223-5358
Dedicated Outstanding Committed Customer Service
ICE
Take Our Customer Satisfaction Survey
ATTENTION CONTRACTORS New (w/ PHOTO) Eagle Card and AVIDS Decal Information
DOC Newsletter June 2005
VISA
Credit Card Program
VISIT FedBizOpps FOR ALL FEDERAL GOVERNMENT PROCUREMENT OPPORTUNITIES
Hot!
Click here to find out more about the Army mandate to use Blanket Purchase Agreements for the purchase of office products??
This is a Department of Defense (DoD) interest computer system. All DoD computer systems are subject tomonitoring at all times to ensure proper functioning of equipment and systems, including security devices, to prevent unauthorized use and violations of statutes and security regulations, to deter criminal activity, and for other similar purposes. If monitoring of this or any other DoD computer system reveals possible evidence of violations of criminal statutes, this
Internet
start
Inbox - Microsoft...
Untitled - Messag...
Microsoft PowerP...
U.S. Bank C.A.R....
Directorate Of C...
7:46 AM

DOC, CREDIT CARD TEAM

Donna Blossom GPC Team Leader
donna.blossom@campbell.army.mil
(270) 798-7801
Regina Skaggs Auditor
(270) 798-7802 – regina.skaggs@campbell.army.mil
Mae Cruz
(270) 798-7333 – mae.cruz@campbell.army.mil
Renea Grigsby
(270) 798-7803 – renea.grigsby@campbell.army.mil
Sylvia Muse
(270) 798-7808 – sylvia.muse@campbell.army.mil
FAX: (270) 798-7274 DSN: 635 for 798 numbers 363 for 956 numbers

After Duty Hours
Who Can I Contact?



The DOC Credit Card Team normal operations:

0700 - 1600 hours Monday - Friday

We can work our hours to accommodate your needs.

Nights ,Weekends and Holidays - contact the Staff Duty Officer **(SDO)** (270) 798-9793

PRIOR TO APPOINTMENT ALL CREDIT CARD OFFICIALS ARE REQUIRED TO

- **Read the SOP**
- **Complete the DOD Tutorial**

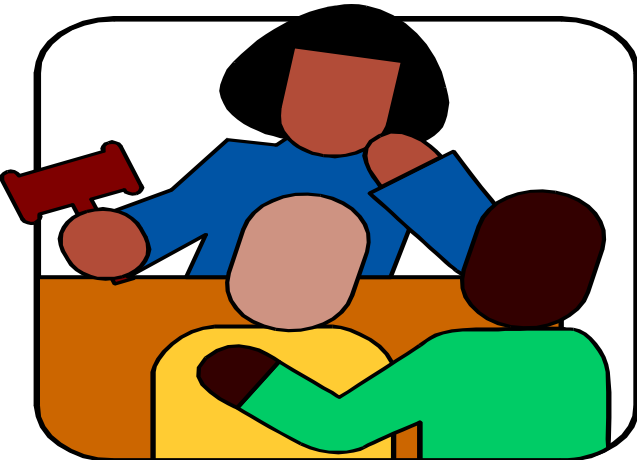
Request password and user ID from https://atrrs.army.mil/channels/aitas/

DAU website: https://learn.dau.mil

IF YOU HAVE QUESTIONS OR PROBLEMS PLEASE CALL THE DOC, CREDIT CARD TEAM (270) 798-7333, 7808, 7803, 7802 or 7801

JOINT ETHICS REGULATION

(JER)



- CONFLICT AND APPEARANCE OF CONFLICTS
- MERCHANTS SHOULD NOT HAVE ADVANCE KNOWLEDGE OF PURCHASES
- GRATUITIES (CANNOT ACCEPT GIFTS FROM MERCHANTS)

STAFF JUDGE ADVOCATE (SJA) ETHICS TRAINING AND PAMPHLETS

Ethics Training and Pamphlets on the Fort Campbell Intranet:

- DoD: http://www.defenselink.mil/dodgc/defense_ethics/index.html

- Office of Government Ethics (above DoD): http://www.usoge.gov/index.html

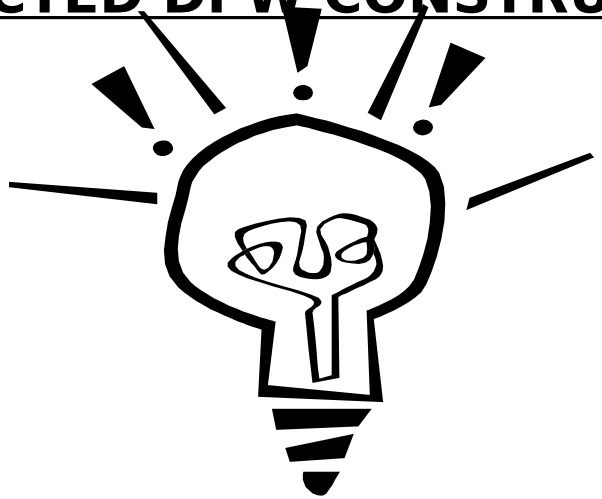
SJA, Ethics Counselor: MAJ Lobedo
(270) 798-0734

ALL CARDHOLDERS AND APPROVING OFFICIALS MUST COMPLETE FC FORM 4259 STATING THAT YOU HAVE READ Joint Ethics Regulation DoD 5500.7R

PURPOSE OF THE VISA CREDIT CARD PROGRAM

To provide a method for procurement and non-procurement personnel to purchase supplies and services which do not exceed the micro-purchase threshold of $2,500. With doc approval purchases may exceed single purchase limit of $2500.00 but will not exceed $25,000.

($2,000 FOR SELECTED DPW CONSTRUCTION CARDHOLDERS ONLY!)

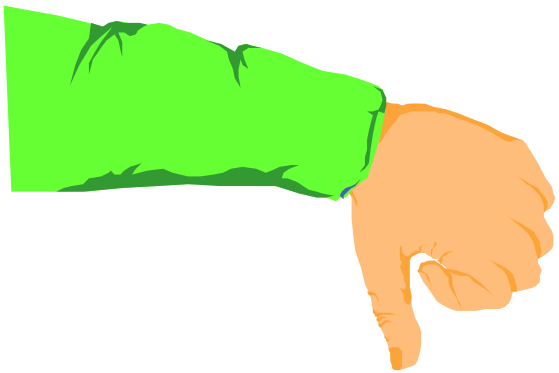


Construction Definition

Construction (build), alteration, or repair of buildings (painting, carpeting, repair of stairway, concrete work etc). ONLY DPW cardholders are authorized to "hire" for installation of carpeting, flooring, plumbing, etc.

Contact DPW Work Order Section, 798-9722 for construction work.

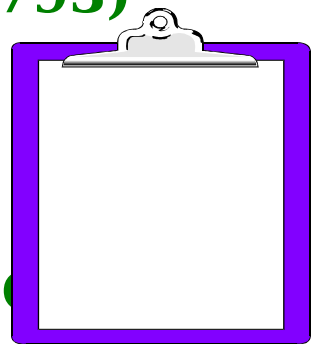
UNAUTHORIZED CREDIT CARD PURCHASES



- SPLIT PURCHASES
- PURCHASES OVER DOLLAR LIMITS
- NO CASH ADVANCES
- NO Microsoft Products
- NO THIRD PARTY (Pay Pal, Ebay, I-bill)
- NO RENTAL OR LEASE OF LAND OR BUILDINGS
- NO TELECOMMUNICATION SERVICES/EQUIPMENT (i.e., can not change DSN to a commercial company.)
- NO PERSONAL CHARGES

PARTIAL LISTING OF UNAUTHORIZED PURCHASES

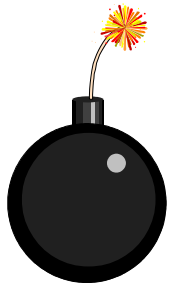
- ***NO*** **AIRLINE, BUS OR OTHER RELATED TRAVEL TICKETS.**
- ***NO*** **COFFEE, JUICE OR OTHER FOOD ITEMS.**
- ***NO*** **YARD MAINTENACE OR JANITORIAL SERVICES.**
- ***NO*** **MEALS AND LODGING (FOR EMERGENCIES CONTACT YOUR COMPTROLLER DURING DUTY HOURS. AFTER DUTY HOURS CONTACT YOUR COMPTROLLER THROUGH THE SDO (270)798-9793)**
- ***NO*** **CHRISTMAS OR OTHER HOLIDAY DECORATIONS**
- ***NO*** **GIFTS or GIFT CARDS**
- ***NO*** **AGREEMENTS TO TEST SUPPLIES OR SERVI**



STILL NOT SURE? CONTACT DOC CREDIT CARDTEAM (270) 798-7833, 7808, 7803 OR 7801

FRAUD, ABUSE, AND/OR MISUSE OF THE GPC VISA CREDIT CARD

- **ARTICLE 15**
- **FINES**
- **IMPRISONMENT**
- **DEMOTIONS**
- **AND/OR TERMINATION OF MILITARY OR CIVILIAN CAREER**



HOW TO BECOME A CARDHOLDER OR APPROVING OFFICIAL

1. ATTEND CREDIT CARD TRAINING
2. COMPLETE DOD TUTORIAL
3. COMPLETE REQUEST TO BE A CARDHOLDER OR APPROVING OFFICIAL - FORMS: FC 4217, 4259 & 4260 (4217 & 4259 - CARDHOLDER)

   (4259 & 4260 APPROVING OFFICIAL) (A0)
4. FORM MUST BE SIGNED OFF BY YOUR COMPTROLLER
5. SIGN DELEGATION OF AUTHORITY

MINIMUM PERSONNEL REQUIRED FOR UNIT/ACTIVITY GPC CREDIT CARD PROGRAM

MINIMUM PERSONNEL REQUIRED:

- PRIME APPROVING OFFICIAL (AO)
- **MUST HAVE ONE ALTERNATE APPROVING OFFICIAL (AAO)**
- CARDHOLDER (At least two cardholders preferred)

There can only be one Prime AO per account.
Prime AO's are limited to no more than seven (7) cardholders per account.
Currently, there is no limit on number of AAO's

APPROVING OFFICIALS ARE FINANCIALLY LIABLE

APPROVING OFFICIALS WHO DO NOT REVIEW CARDHOLDER'S RECONCILED DOCUMENTATION ARE ADVISED THAT AUDITS, INSPECTIONS AND INVESTIGATIONS OF CARDHOLDER RECONCILED CREDIT CARD FILES ARE THE LIABILITY OF THE APPROVING OFFICIAL, AND MAY RESULT IN FINANCIAL AND DISCIPLINARY ACTIONS.

Prime Approving Officials Do NOT Leave Your Unit Without Cardholders

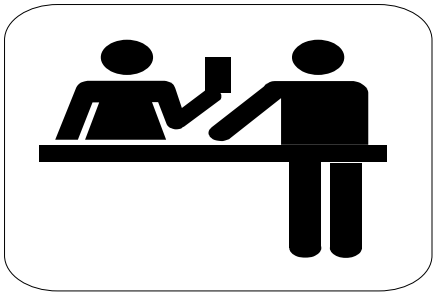
CARDHOLDERS MUST HAVE A PRIME APPROVING OFFICAL IN ORDER TO HAVE ACTIVE ACCOUNTS. IF YOU ARE LEAVING YOUR DUTY STATION AS A PRIME APPROVING OFFICIAL, A NEW PRIME MUST BE IN PLACE BEFORE YOU LEAVE, OR WE WILL BE REQUIRED TO SUSPEND ALL CARDHOLDERS.

CARDHOLDERS

Cardholders are individuals who are given delegation of authority to purchase essential mission related supplies and services with the GPC VISA credit card.

The cardholder's name is embossed on the GPC VISA credit card and no other individual is authorized to use the credit card or card number.

NO EXCEPTIONS ! ! ! ! ! !

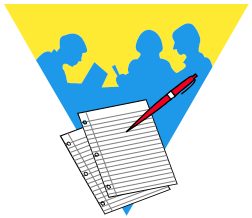


FIRST!

CARDHOLDER WILL SCREEN THREE (3) MANDATORY SOURCES IN ORDER OF PRIORITY

1. ACTIVITY/INSTALLATION INVENTORIES

- **CHECK THE SUPPLY SYSTEM, BLDG 5210**
- **Room number 7**

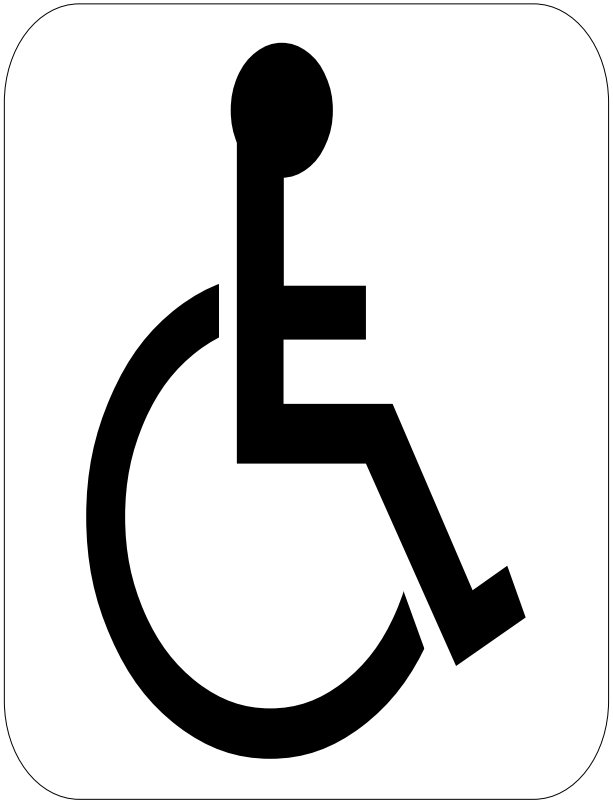


- **Diane Black (270) 798-6772**
- **Richard Holland (270) 798-6850**
- **Shirley Huntley (270) 798-5430**

SUPPLY PURCHASES

- Items with NSN / stock numbers must be purchased from mandatory source (DOL) unless requirements cannot be met.
- Example NSN items: Flags, Guidons and Streamers
- Request items on DD form 1348-6

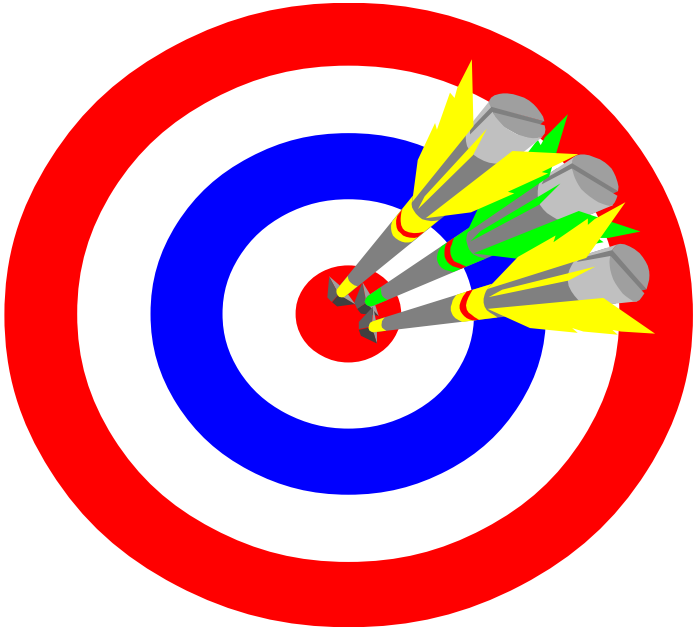
2. NATIONAL INDUSTRIES FOR THE BLIND AND SEVERELY HANDICAPPED (NIB/NISH)



THE JAVITS-WAGNER-O'DAY (JWOD) PROGRAM WAS ESTABLISHED BY CONGRESS IN 1971 TO INCREASE EMPLOYMENT AND TRAINING OPPORTUNITIES FOR PEOPLE WHO ARE BLIND OR HAVE OTHER SEVERE DISABILITIES.

WWW.JWOD.GOV

BE ON TARGET WITH EAGLE MART



- **8TH AND Desert Storm**
- **PHONE: (931) 431-4311**
- **FAX: (931) 431-6989**
- **0800 - 1600 HOURS**
- **JWOD SOURCE**
- **FREE DELIVERY**

–

3. DA MANDATORY BLANKET PURCHASE AGREEMENTS (BPAs) FOR OFFICE SUPPLIES/ TONER

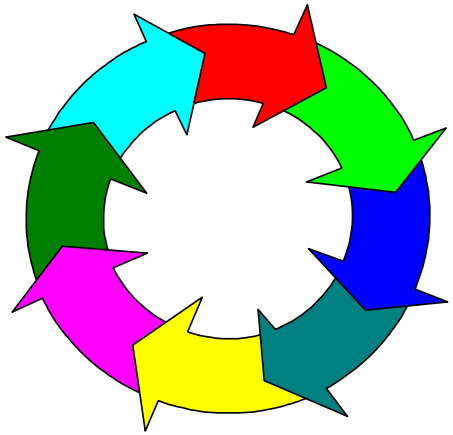
- **15 for general office supplies and 4 that specialize in toner/inkjet products**
- **All orders must be placed through the DoD EMALL.**
- **www.emall.dla.mil 1-888-352-9333**

IF THE SUPPLIES/SERVICES ARE NOT AVAILABLE FROM THE MANDATORY SOURCES

THEN THE CARDHOLDER MAY PURCHASE ON THE OPEN MARKET, FROM A COMMERCIAL SOURCE. (WORKSHEET MUST BE DOCUMENTED AND KEPT IN FILE FOR THE REVIEW PROCESS)

PROVIDED THAT ALL FUNDS, APPROVALS, ETC. HAVE BEEN OBTAINED PRIOR TO ANY PURCHASES, WHETHER FROM A MANDATORY SOURCE OR OPEN MARKET.

ROTATE, ROTATE, ROTATE



- **MICRO-PURCHASE LAWS AND REGULATIONS GOVERNING THE GPC VISA CREDIT CARD PROGRAM REQUIRES THAT CARDHOLDERS ROTATE MERCHANTS.**

ACQUILINE

- ACQUILINE is a DOD mandatory paperless purchase request system
- All units/activities are required to submit purchase request for contract needs via ACQULINE
- ACQUILINE deployed at S4/BN level
- Battalion S4s, call Patty Shaffer (DOC SA), 798-7805 to arrange training.

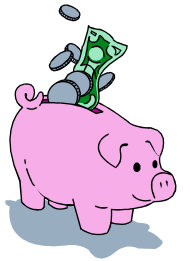
CARDHOLDER ANSWERS

Prior to purchase - use this checklist!

All the answers to the below seven (7) questions should be “YES” for a GPC VISA Purchase.

MAINTENANCE REQUEST - INCREASE A CARDHOLDER'S ACCOUNT?

PROCESS A REQUEST FOR CARDHOLDER ACCOUNT MAINTENANCE THROUGH COMPTROLLER/BUDGET TO DOC, CREDIT CARD TEAM.



FORM: FC 4261

TERMINATING A CARDHOLDER

IS THE CARDHOLDER

- RETIRING?
- ETSING?
- PCSING?
- CHANGING UNITS/ACTIVITIES?
- OTHER REASON TO TERMINATE?

FORM: FC 4262

LOST OR STOLEN CREDIT CARD

IN CASE OF A LOST OR STOLEN CARD, IT IS IMPORTANT THAT YOU IMMEDIATELY NOTIFY

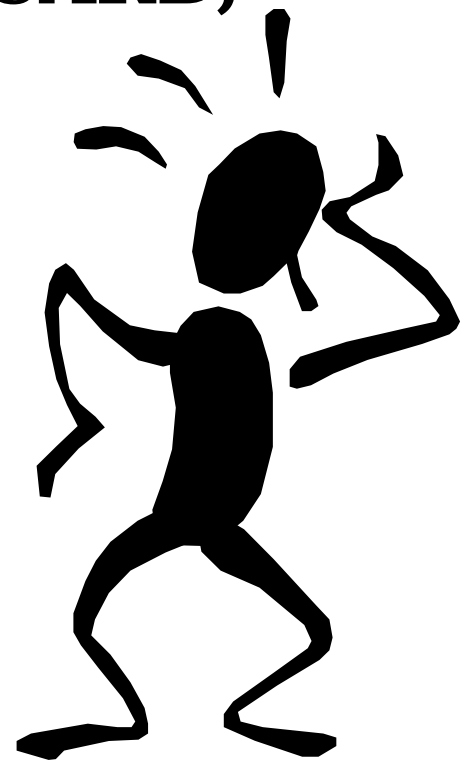
YOUR Approving Official,

US BANK (888) 994-6722

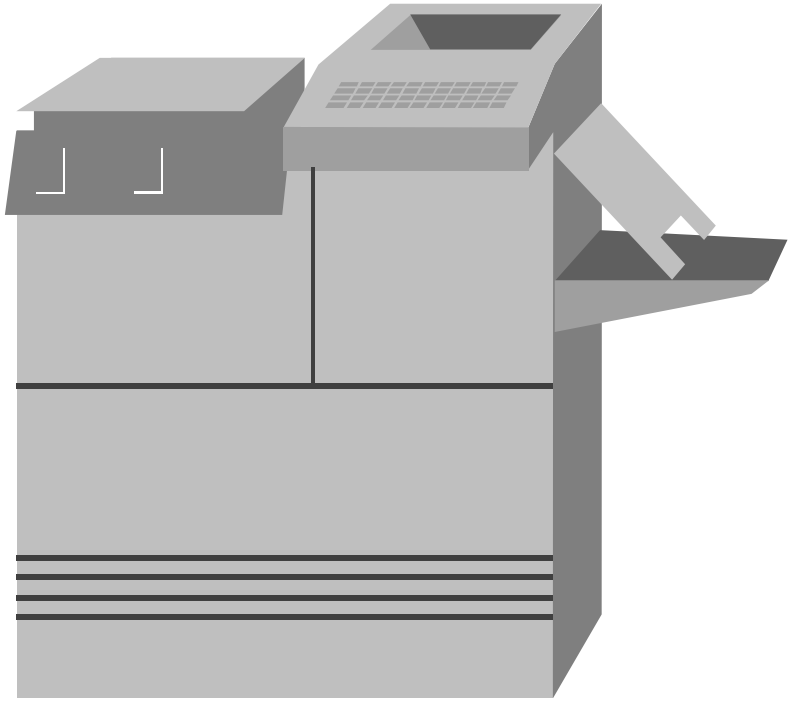
Credit Card Team

798-7333/7803/7808/ 7801

OUTSIDE THE U.S., CALL US BANK COLLECT: (701) 461-2232



COPIERS



- Need a copier?
- Contact Jerry Hazlett (DOIM)

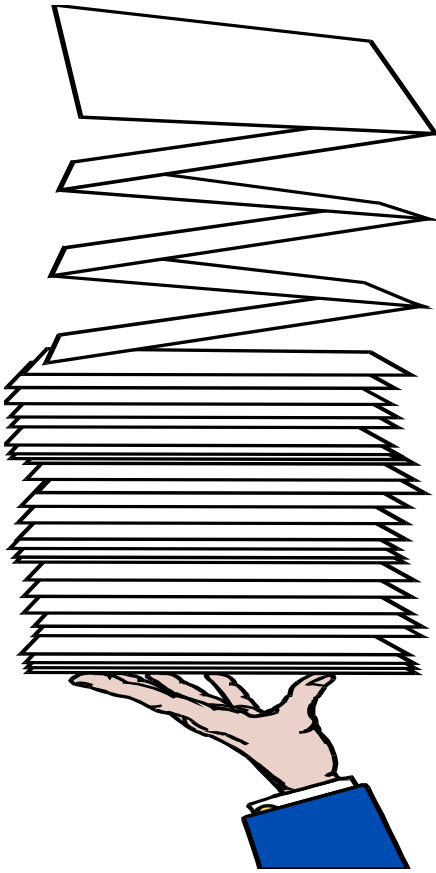
  (270) 798-3333

PRINTING/COPYING SERVICES

DAPS is MANDATORY SOURCE FOR ALL PRINTING

The Federal Acquisition Regulation (FAR) Subpart 8.8 states that printing must be done by or through the Government Printing Office (GPO) (44 U.S.C. 501). FAR 8.802 prohibits directly contracting commercial sources.

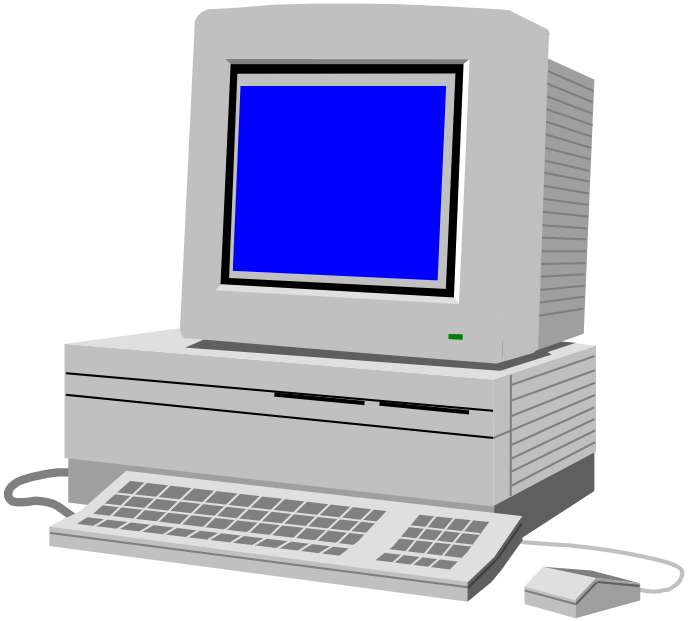
Cardholders who go directly to commercial sources without DAPS authority can be held pecuniary liable for the cost of unauthorized printing.



PROPERTY ACCOUNTABILITY

AFTER purchase, the cardholder is required to provide the hand receipt holder with information to place the accountable property on property book.

PURCHASE OF COMPUTER EQUIPMENT, HARDWARE AND SOFTWARE



PRIOR TO PURCHASE

Cardholder's are required to obtain an approved Capabilities Request (CAPR) prior to purchase.

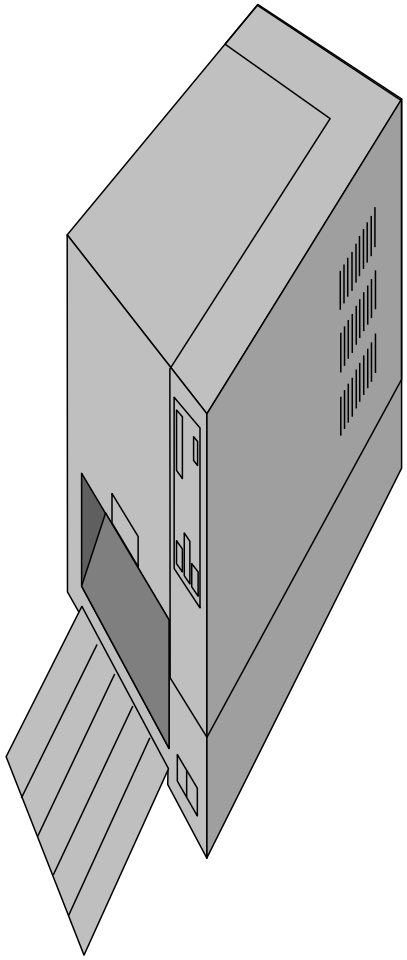
FORM: FC 3027

LIST OF ITEMS THAT DO NOT REQUIRE A CAPR.

NOT ON THIS LIST ?

THEN YOU MUST DO A CAPR

ADAPTERS, A/B/S SWITCHES,DISKETTES
CONNECTORS, THUMB/PIN DRIVE, MOUSE,
CABLES, TONER CARTRIDGES, FAX PAPER
BATTERIES, GLARE SCREENS, BATTERY
PACKS, TEMPLATES, SURGE PROCTECTORS
POWER CORDS, RIBBONS, COLOR STIXS,
THERMAL PAPER, COMPUTER PAPER,
KEY BOARD, FIP DOCUMENTATION, UPS
STATIC CONTROL ITEMS



PRIOR TO PURCHASE

RADIOS

CARDHOLDERS ARE REQUIRED

TO CALL DOIM POC:

JESSIE THARPE
BLDG 907 BASTOGNE
FORT CAMPBELL, KY
PHONE: (270) 798-9879

HAZARDOUS MATERIALS (HAZMAT)

- HAZMAT is defined as those materials which are dangerous if inhaled, ingested or absorbed thru skin. Hazmat broadly includes all chemicals and products associated with vehicle/building maintenance, cleaning, painting, and construction activities.

- The Pollution Prevention Operations Center (PPOC) centrally procures and stocks various HAZMAT materials which are issued directly to units and other garrison activities. Due to the PPOC's HAZMAT management responsibilities, unit/activity purchases of HAZMAT materials is prohibited.

- The PPOC handles all vehicle and weapons system maintenance HAZMATs, specialty colored paints, and batteries (except lead-acid).

- The PPOC procures Field Sanitation Team Hazmat

HAZMAT Continued

- Eagle Mart handles all janitorial supplies, and personal insect repellent. They consult with the PPOC to ensure environmentally friendly products. (Eagle Mart – 431-4311)

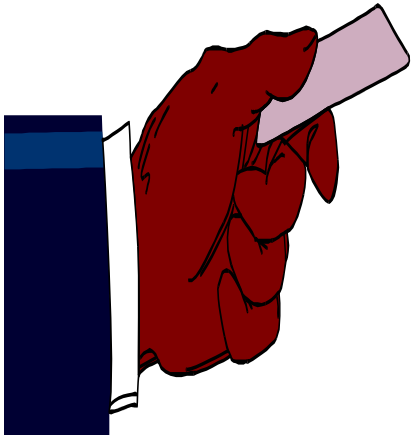
- Troop Self Help handles all building maintenance products, some building related pesticides and consults with the PPOC to ensure environmentally friendly products (TSH – 798-2719)

- DPW procures HAZMAT through the Standard Army Retail Supply System (SARRS) system and DPW credit card actions and is reimbursed directly from the unit/activity APC (Account Processing Code).

- All restricted use pesticides (Round Up) are prohibited from purchase with GPC. Must be distributed by a certified applicator

- Pollution Prevention Operations Center POC's:
  - Debra White, Hazmat Program Manager: 798-9771
  - Al Caldwell, PPOC Manager: 798-9780
  - Al Bechard, PPOC Support: 798-9076
  - Simeon Treadway, Battery Program Manager: 798-9761 or 956-1420
  - Bob Fletcher, Environmental Education: 798-9595

TAX EXEMPT



ALL PURCHASES WITH THE GPC VISA CREDIT CARD ARE TAX EXEMPT.

MANUFACTURER REBATES

REBATES ARE THE PROPERTY OF THE U.S. GOVERNMENT.

REBATE CHECKS SHALL BE MADE OUT TO THE U.S. TREASURY AND NOT INDIVIDUALS.

IF PROPERTY IS OFFERED IN LIEU OF A REBATE CHECK, THE PROPERTY BELONGS TO THE U.S. GOVERNMENT.

No In-store Credits or Cash For Returned Items, etc.

- **All credits shall be credited back to the cardholder's credit card account. Each transaction shall be a complete document trail to the credit card account. No in- store credits to purchase items at a later date, no cash, etc.**
- **Cardholders are not authorized to accept credit for their personal use.**

PURCHASES SHALL NOT BE SPLIT

TO STAY BELOW THE MICRO-PURCHASE THRESHOLD OF $2,500 FOR SUPPLIES AND SERVICES, AND $2,000 FOR CONSTRUCTION.

NOTE:
ONLY SELECTED DPW CARDHOLDERS ARE AUTHORIZED TO PROCESS CONSTRUCTION WORK.

PROOF OF PURCHASE

ALL PURCHASES, WHETHER OVER THE COUNTER, BY FAX, OR THE TELEPHONE REQUIRES PROOF OF PURCHASE.

DID YOU LOSE, OR NOT RECEIVE THE PROOF OF PURCHASE?

YOU CAN CONTACT THE MERCHANT TO OBTAIN A COPY OR PROCESS A DISPUTE, THAT YOU RECOGNIZE THE CHARGE, BUT NEED A SALES DRAFT.

If your still unable to obtain a sales receipt, contact the DOC Credit Card Team for a letter to the merchant.

CARDHOLDER WORKSHEET

WORKSHEET MUST BE COMPLETED FOR EACH CREDIT CARD TRANSACTION

PAY ONLY FOR FULL

DELIVERIES

NO BACK ORDERING

BEYOND 30 DAYS

FORM: FC 4256

CUSTOMER AUTOMATION AND REPORTING ENVIRONMENT

(C.A.R.E.)

CARE IS AN ELECTRONIC INTERFACE TO PROVIDE VARIOUS FUNCTIONAL CAPABILITIES.

VIEW TRANSACTIONS ON A DAILY BASIS

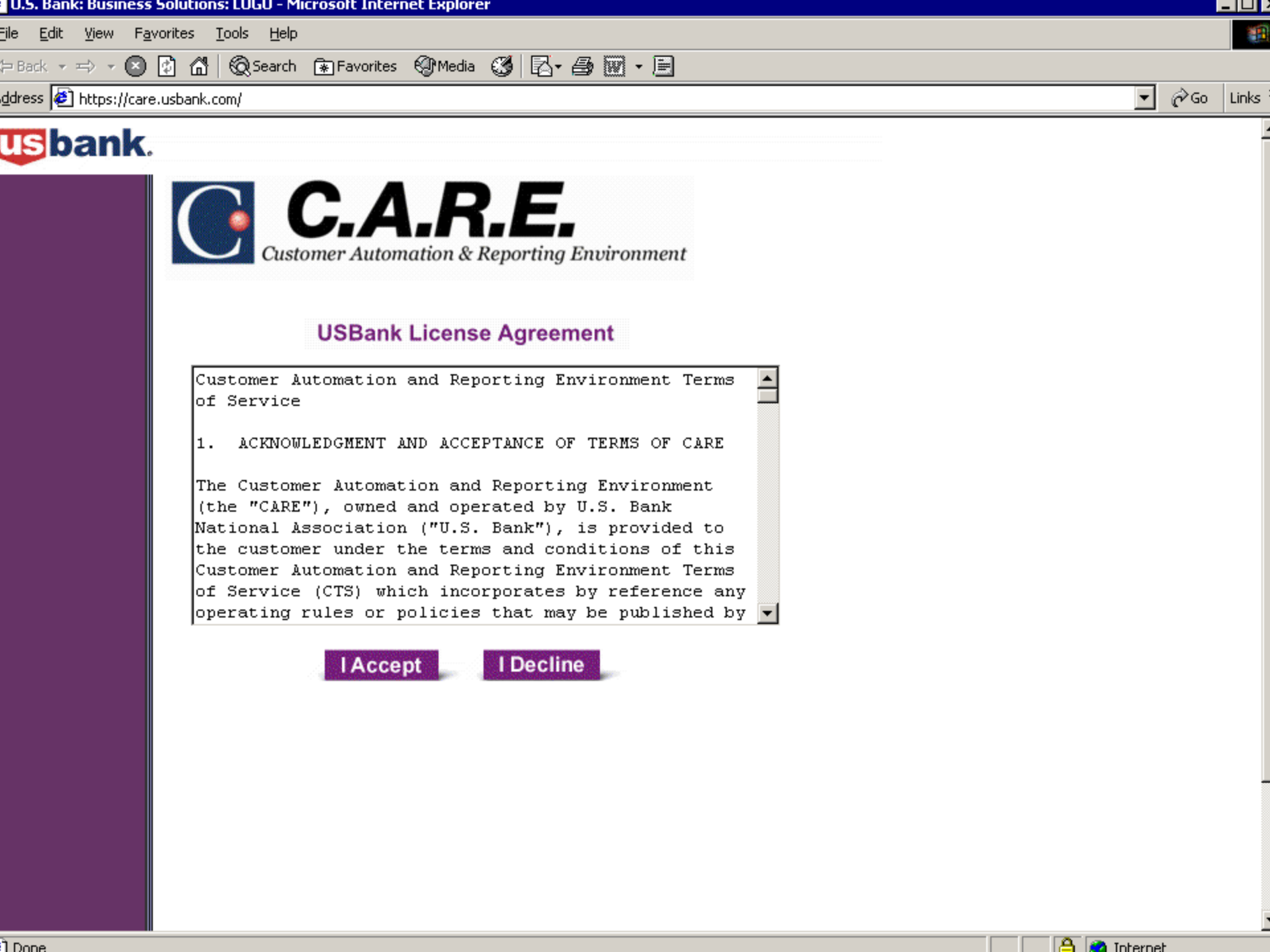
APPROVE TRANSACTIONS DAILY

YOUR UNIQUE USER NAME AND PASSWORD

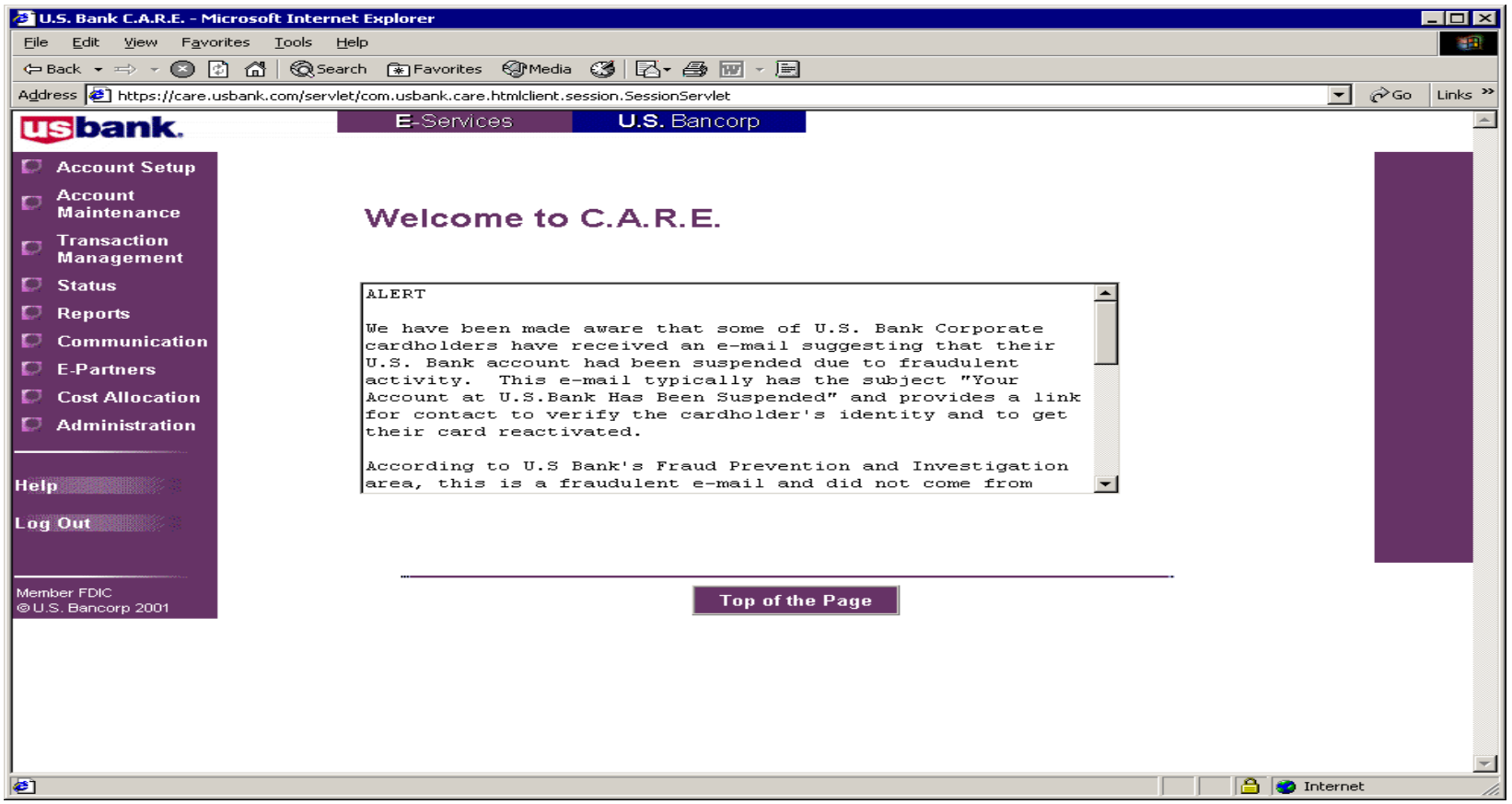
APPROVING OFFICIALS TO OBTAIN YOUR UNIQUE USER NAME AND PASSWORD FROM THE DOC CREDIT CARD TEAM.

YOU ARE THE ONLY INDIVIDUAL AUTHORIZED TO USE YOUR USER NAME AND PASSWORD. THERE ARE NO EXCEPTIONS!

PRIME APPROVING OFFICIALS AND ALTERNATE APPROVING OFFICIALS WILL HAVE SEPARATE USER NAMES AND PASSWORDS. IF YOU DO NOT HAVE AN ALTERNATE, THEN YOU WILL ALWAYS NEED TO BE AVAILABLE TO PROCESS YOUR MONTHLY BILLING STATEMENTS.


U.S. Bank: Business Solutions: LOGO - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://care.usbank.com/
Go Links
usbank.
C.A.R.E.
Customer Automation & Reporting Environment
USBank License Agreement
Customer Automation and Reporting Environment Terms of Service
1. ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS OF CARE
The Customer Automation and Reporting Environment (the "CARE"), owned and operated by U.S. Bank National Association ("U.S. Bank"), is provided to the customer under the terms and conditions of this Customer Automation and Reporting Environment Terms of Service (CTS) which incorporates by reference any operating rules or policies that may be published by
I Accept
I Decline
Done
Internet

Transaction Management
&
Transaction Log


U.S. Bank C.A.R.E. - Microsoft Internet Explorer
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Account Setup
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Cost Allocation
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Help
Log Out
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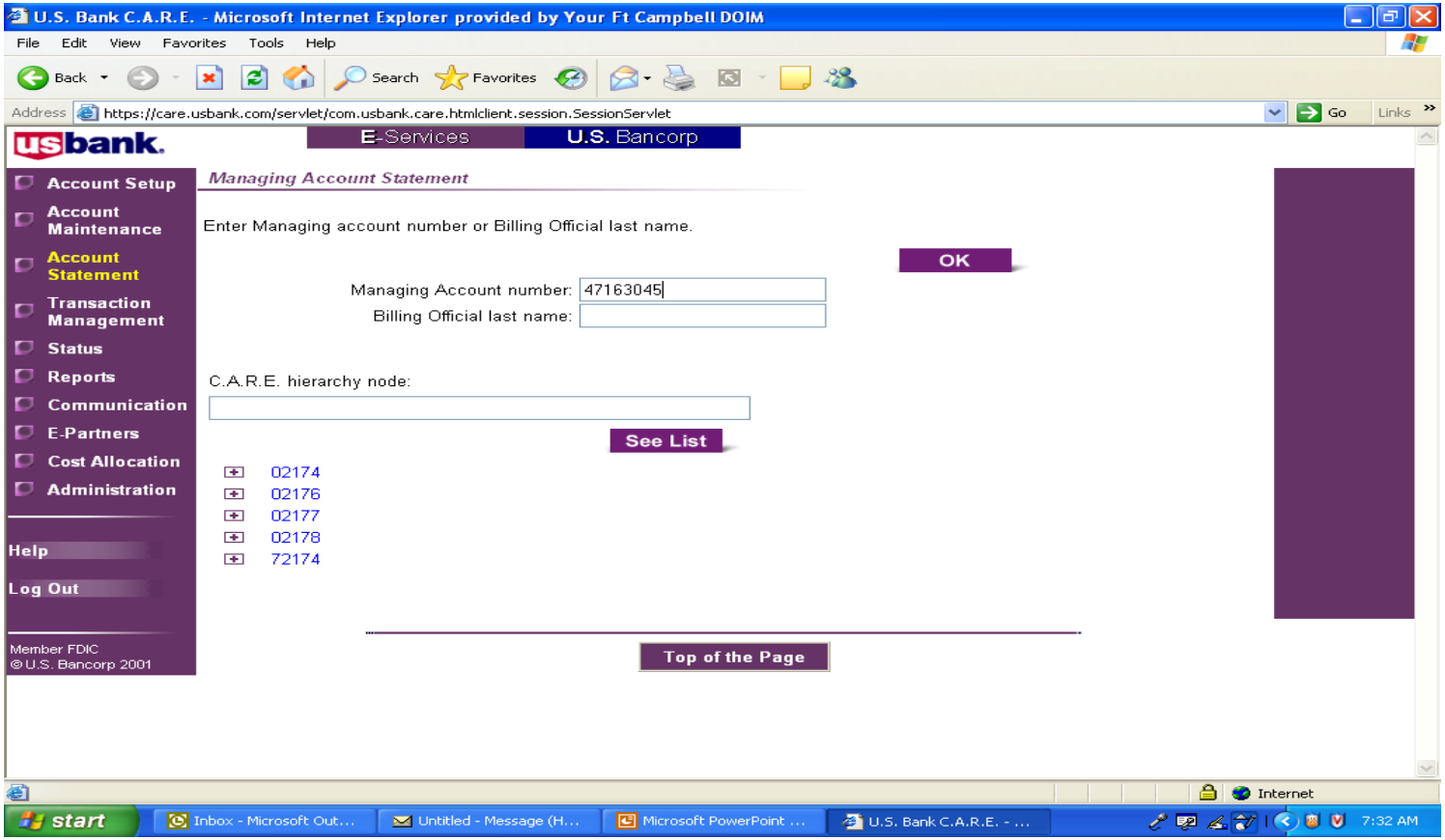
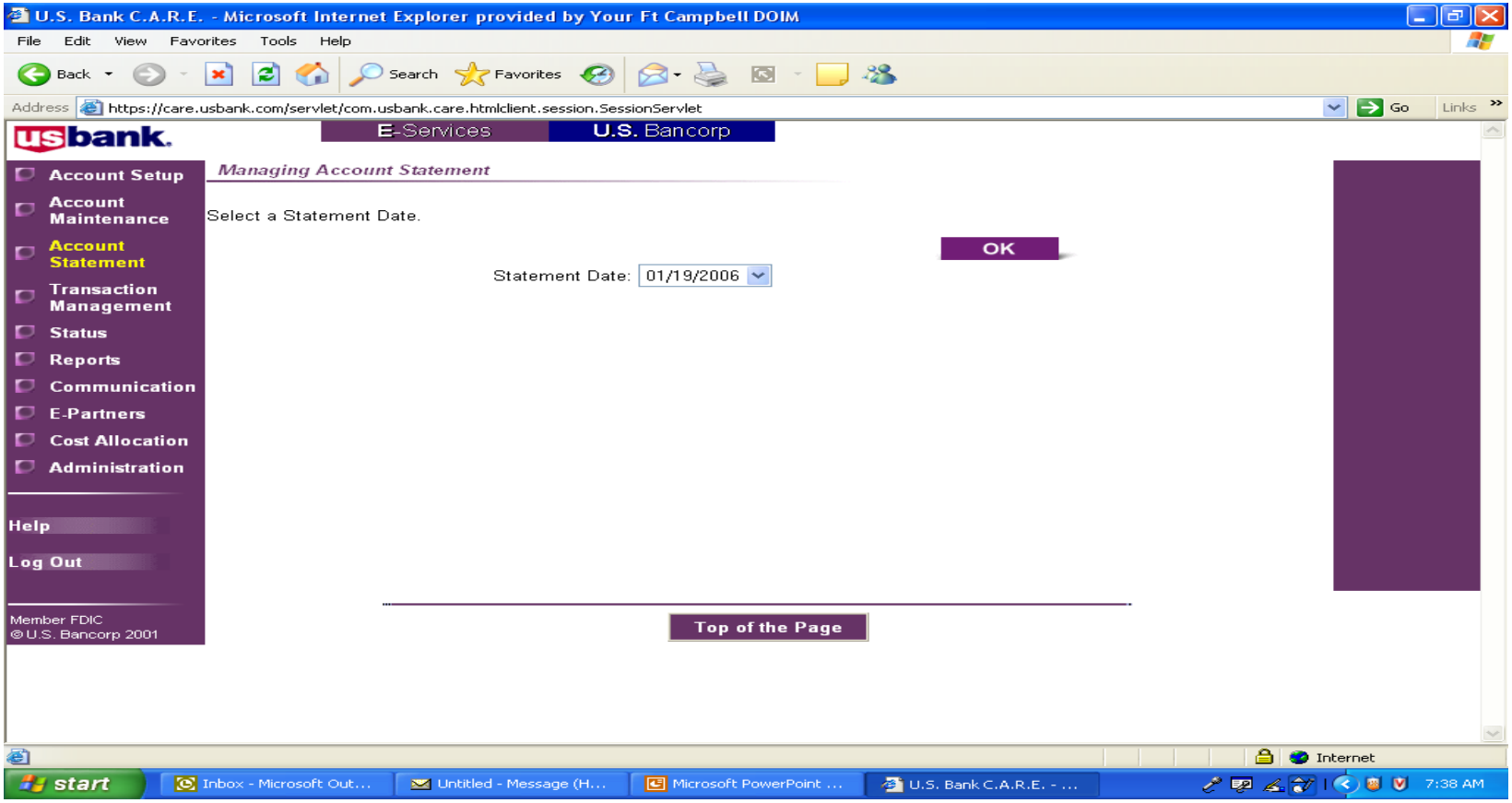
Welcome to C.A.R.E.
ALERT
We have been made aware that some of U.S. Bank Corporate cardholders have received an e-mail suggesting that their U.S. Bank account had been suspended due to fraudulent activity. This e-mail typically has the subject "Your Account at U.S.Bank Has Been Suspended" and provides a link for contact to verify the cardholder's identity and to get their card reactivated.
According to U.S Bank's Fraud Prevention and Investigation area, this is a fraudulent e-mail and did not come from
Top of the Page
Internet

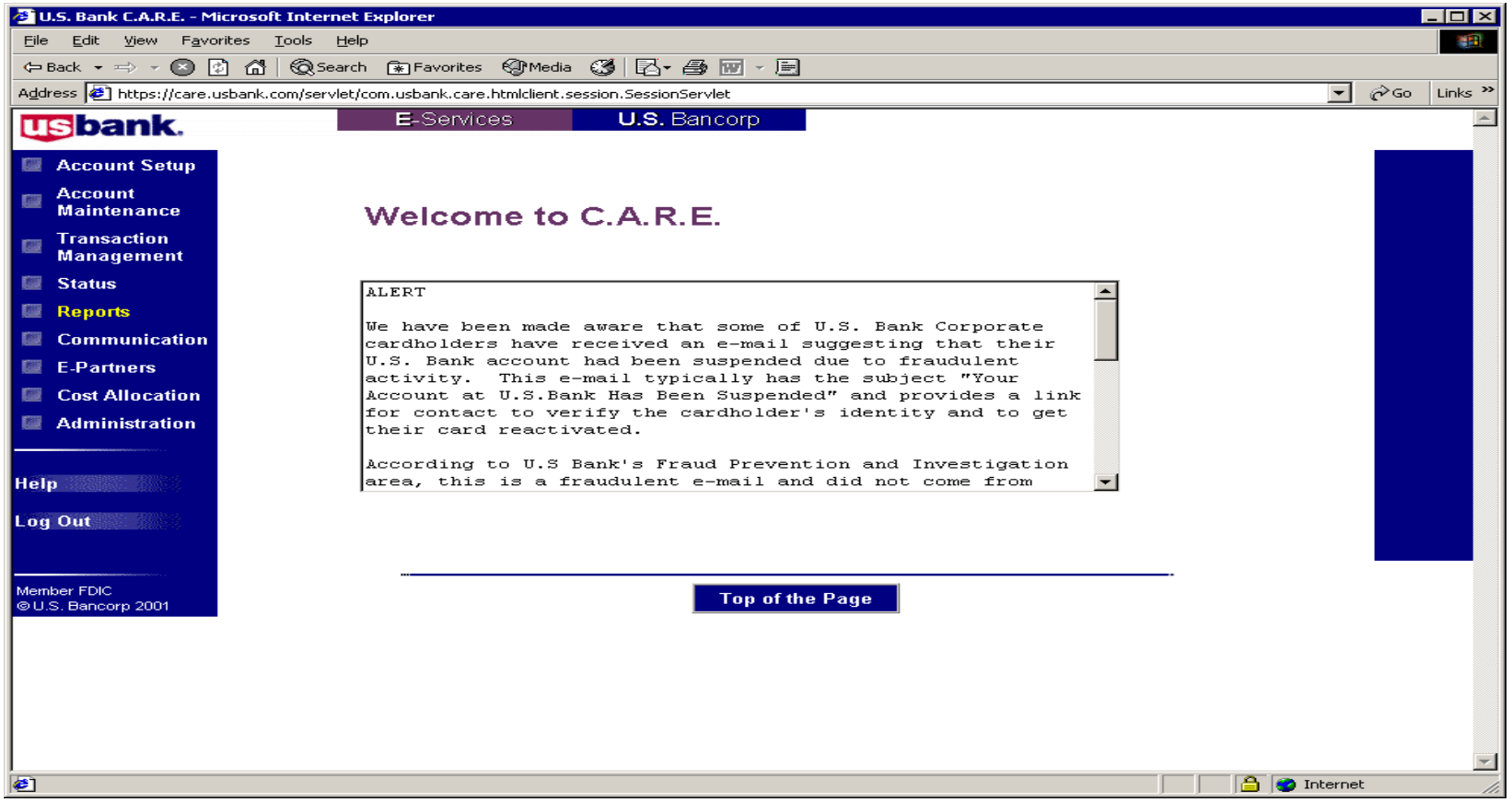
Approving Authority Statement



Approving Authority Statement Ending Date



Cardholder Statement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Top of the Page
Internet

CARDHOLDER'S APPROVE PURCHASES OR APPROVING OFFICIAL'S CAN APPROVE ON BEHALF OF THE CARDHOLDER

CARDHOLDERS SHOULD MAKE EVERY EFFORT TO APPROVE THEIR PURCHASES IN C.A.R.E.

IF THE CARDHOLDER IS UNAVAILABLE, THE PRIME OR ALTERNATE CAN APPROVE PURCHASES ON BEHALF OF THE CARDHOLDER.

PRIME OR ALTERNATES ARE NOT AUTHORIZED TO PROVIDE THE CARDHOLDER WITH THEIR UNIQUE ID'S AND PASSWORDS TO APPROVE CARDHOLDER PURCHASES.

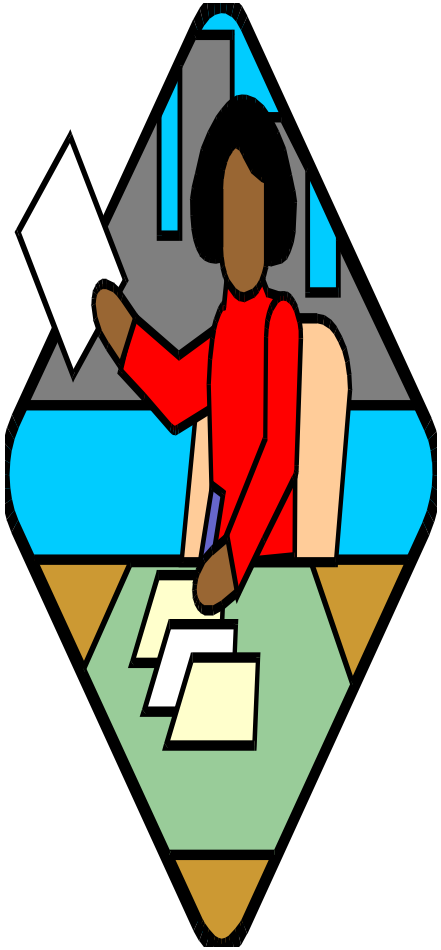
PAY AND CONFIRM
NOTIFYING THE DOC CREDIT CARD TEAM OF PAYMENTS PROCESSED IN C.A.RE.

AO'S/AAO'S SHALL CERTIFY PAYMENTS IN CARE BY THE 5TH BUSINESS DAY AFTER THE END OF THE BILLING CYCLE.

ACCOUNTS 60 DAYS PAST DUE WILL RESULT IN ALL CARDHOLDER ACCOUNTS ASSIGNED TO THE PRIME OFFICIAL BEING SUSPENDED UNTIL PAYMENT ALONG WITH ALL PENALTIES AND INTEREST HAVE BEEN PAID TO USBANK.

IT IS CRITICAL THAT EACH AO HAVE AT LEAST ONE ALTERNATE TO PROCESS PAYMENTS IN C.A.R.E.

DISPUTES



TWO WAYS TO FILE DISPUTES:

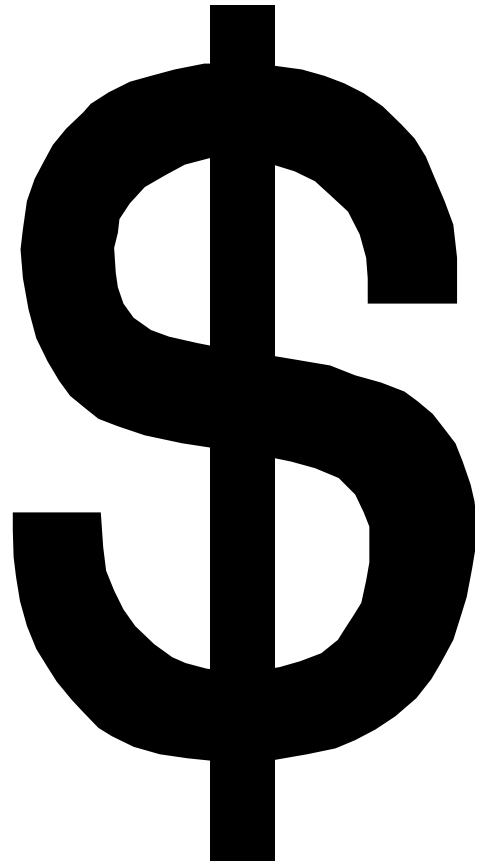
1. **ON C.A.R.E**

   (FILE ON C.A.R.E. ONLY WHEN YOU ARE ABSOLUTELY POSITIVE THAT YOU DID NOT AUTHORIZE THE CHARGE.

THE CHARGE WILL BE DEDUCTED FROM THE TOTAL AMOUNT OF CHARGES.

2. **MANUAL DISPUTE FORM: PROCESSED TO US BANK**
   a. **Duplicate charge**
   b. **Items/service ordered, but not received**
   c. **Incorrect amount charged**
   d. **Merchant has not provided credit**
   e. **Lost receipts**
   d. **Other reasons**

CARE REBATES



BILLING ACCOUNT CYCLE ENDING DATE WILL REMAIN THE 19th OF EACH MONTH (UNLESS THE 19TH IS ON A WEEKEND)

REBATES ARE BASED UPON HOW FAST THE APPROVING OFFICIAL PROCESSES AND PAYS THE MONTHLY BILLING ACCOUNT STATEMENT (BAS).

THE REBATES ARE POSTED AS A CREDIT TO THE CARDHOLDER'S ACCOUNT AT THE END OF EACH CALENDAR QUARTER.

C.A.R.E. WILL ALLOW APPROVING OFFICIALS TO PAY THEIR MONTHLY BILLING STATEMENTS OVER THE INTERNET AFTER THE 19TH OF EACH MONTH, AND OBTAIN THE HIGHEST POSSIBLE REBATES FOR THEIR ACCOUNTS.

S U R V E I L L A N C E

The growth and expansion of the Credit Card Program has increased inspections and investigations by the Directorate of Contracting (DOC) Credit Card Team, Internal Review and Audit Compliance (IRAC) Office, Inspector General (IG), and the U.S. Army Criminal Investigation Command (CID).

DOC CREDIT CARD TEAM MERCHANT CORNER

VISA MERCHANTS SUBMIT CATALOGS, LINE CARDS, ETC. TO BE PLACED IN THE DOC, CREDIT CARD TEAM MERCHANT CORNER FOR CARDHOLDERS.

PURCHASING PROCESS STEPS

STEP 1: IDENTIFY THE PURCHASE(S) NEEDED.

STEP 2: DETERMINE IF PURCHASE AMOUNT IS WITHIN YOUR APPROVED LIMITS. IF NO, STOP AND CONTACT YOUR APPROVING OFFICIAL.

STEP 3: SCREEN MANDATORY SOURCES (SUPPLY/EAGLE MART/ MANDATORY BPA'S)

STEP 4: DO YOU HAVE ALL THE NECESSARY APPROVALS FOR THE PURCHASE, i.e., CAPR FOR COMPUTERS, CELL PHONES, ETC.

STEP 5: CONTACT A VISA ACCEPTING SUPPLIER.

STEP 6: PLACE YOUR ORDER, IF YOUR ORDER IS OVER THE PHONE BE SURE AND WRITE DOWN DESCRIPTION OF ITEM(S), QUANTITY, UNIT PRICE AND TOTAL PRICE, TO INCLUDE SHIPPING IF APPLICABLE.

CONTINUED ------>

PURCHASING PROCESS STEPS .....CONTINUED

STEP 7: FOR PHONE ORDERS, WRITE DOWN THE NAME OF THE PERSON TO WHOM YOU HAVE PLACED YOUR ORDER.

STEP 8: REQUEST ESTIMATED DELIVERY TIME. (NOTE: PURCHASES ARE TO BE DELIVERED COMPLETE WITHIN 30 DAYS OF PLACING THE ORDER.)

STEP 9: PROVIDE THE MERCHANT WITH ALL PERTINENT INFORMATION, i.e., YOUR NAME, PHONE NUMBER, SHIPPING ADDRESS, ETC.

STEP 10: GIVE THE MERCHANT YOUR CREDIT CARD NUMBER, EXPIRATION DATE AND TAX EXEMPTION STATUS.

CONTINUED-->

PURCHASING PROCESS STEPS…… CONTINUED

STEP 11: ALWAYS REQUEST A RECEIPT.

STEP 12: COMPLETE CARDHOLDER WORKSHEET AND CARE TRANSACTION LOG. ENSURE THE FOLLOWING IS ATTACHED TO THE WORKSHEET:

- **MERCHANT RECEIPT (CLEARLY LIST ITEM(S)/SERVICE PURCHASED)**
- **CAPR, PROPERTY ACCOUNTABILITY AND OTHER DOCUMENTATION TO SUPPORT PURCHASE.**

STEP 13: CARDHOLDERS APPROVE TRANSACTIONS IN C.A.R.E. AS CHARGES APPEAR

PURCHASING PROCESS STEPS…..CONTINUED

STEP 14: SUBMIT ALL SUPPORTIVE DOCUMENTATION TO YOUR APPROVING OFFICIAL AT THE END OF THE BILLING CYCLE.

STEP 15: APPROVING OFFICIAL REVIEWS EACH CARDHOLDER'S CHARGE IN C.A.R.E. FOR APPROVAL AND SUPPORTIVE DOCUMENTATION TO ENSURE THE CARDHOLDER HAS PROCESSED PURHCASES APPROPRIATELY.

STEP 16: APPROVING OFFICIAL ATTACHES ALL CARDHOLDER WORKSHEETS, RECEIPTS, ETC. TO THE C.A.R.E. PAYMENT PROCESSED FORM.

STEP 17: APPROVING OFFICIAL APPROVES PAYMENT IN C.A.R.E. AFTER THE 19th OF EACH MONTH.

UNAUTHORIZED COMMITMENTS (UAC)

--OCCURS WHEN SOMEONE OTHER THAN A GOVERNMENT CONTRACTING OFFICER OR THEIR DESIGNEE COMMITS GOVERNMENT FUNDS.

--UAC'S ARE USUALLY DONE INNOCENTLY DUE TO URGENCY OF NEED OR FAILURE TO KNOW AND FOLLOW PROPER REQUISITION PROCEDURES.

--UAC MUST BE RATIFIED BEFORE VENDOR/CONTRACTOR CAN BE PAID.

--RATIFICATION INVOLVES NUMEROUS INDIVIDUALS; INCLUDING "FIRST 06 OR EQUIVALENT IN CHAIN OF COMMAND", AND DEPENDING ON DOLLAR VOLUME COULD BE ELEVATED TO FORSCOM CG.

--RATIFICATIONS GAIN INDIVIDUAL ADVERSE NOTORIETY, EMBARRASS COMMAND AND IN SOME SITUATIONS CAN RESULT IN ANTI DEFICIENCY ACT VIOLATIONS.

--WHEN IN DOUBT AS TO YOUR AUTHORITY, CALL DIRECTORATE OF CONTRACTING 798-7126/7815.

--COMMANDER EMPHASIS IS THE KEY TO STOPPING UAC.

WHAT DO I DO WHEN I NEED HELP ?????

IF YOU HAVE ANY QUESTIONS OR PROBLEMS, PLEASE CONTACT:

DOC, CREDIT CARD TEAM
BLDG 2174, 13 1/2 STREET
FORT CAMPBELL, KY 42223-5334

(270) 798-7333, 7808, 7803, 7802 or 7801